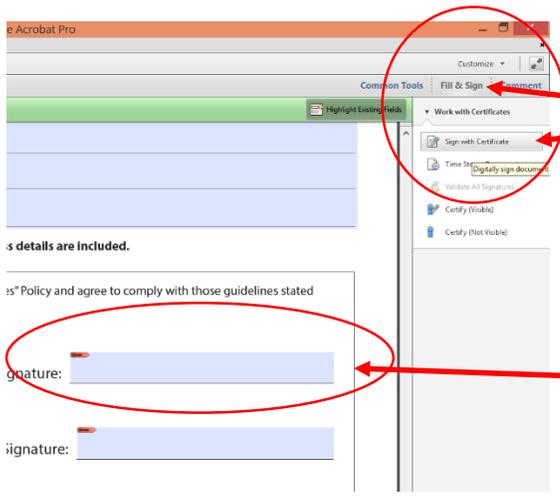


Adding a Digital Signature to your ASAR Form

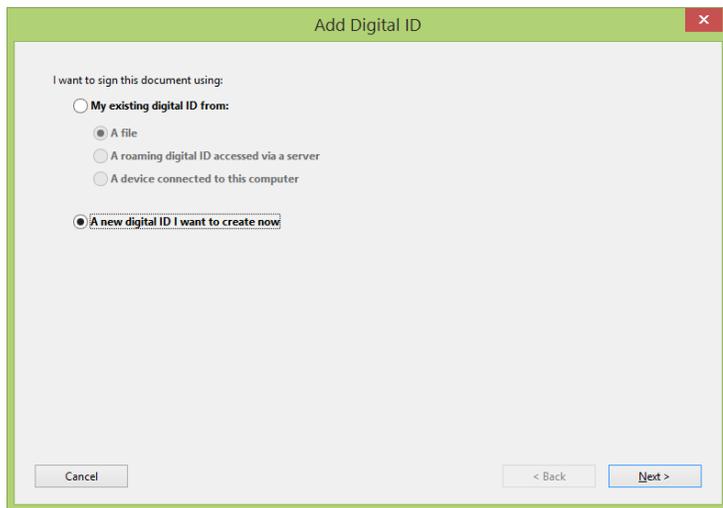
A digital signature provides a higher level of trust that this document has originated from yourself and has been approved by your supervisor or a data owner. It also removes the need to print and scan this documents. Only create a digital signature on a machine assigned to yourself, (your desktop). If you are using a shared desktop please manually sign these forms.



The screenshot shows the Adobe Acrobat Pro interface. The 'Fill & Sign' menu is open, and the 'Sign with Certificate' option is selected. A red circle highlights the 'Sign with Certificate' option. Another red circle highlights the signature area at the bottom of the form, which is a blue rectangular box. A red arrow points from the 'Sign with Certificate' option to the signature area.

On the top right of the Adobe ASAR form screen select Fill & Sign. Select Sign with Certificate

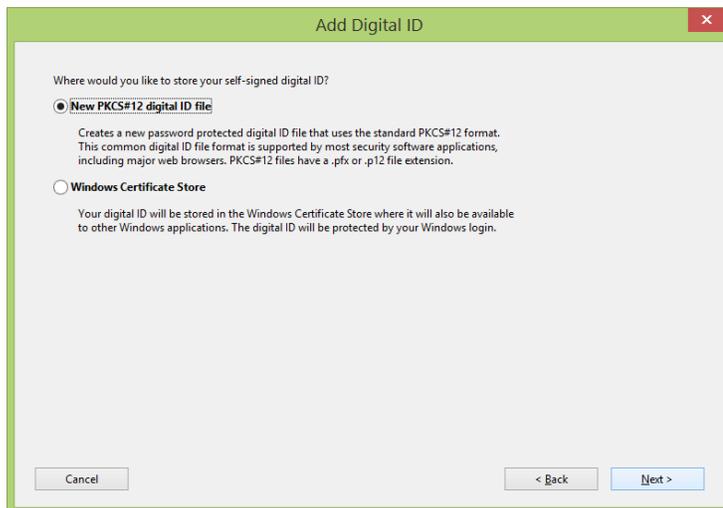
Signing Area at bottom of ASAR form. If you have a digital signature just click this area and you will be presented with the "Sign Document" prompt.



The screenshot shows the 'Add Digital ID' dialog box. The 'I want to sign this document using:' section has three radio button options: 'My existing digital ID from:', 'A new digital ID I want to create now', and 'A device connected to this computer'. The 'A new digital ID I want to create now' option is selected. At the bottom, there are 'Cancel', '< Back', and 'Next >' buttons.

If you do not have a digital signature you will be prompted to create one or select "A new digital ID I want to create now".

Click Next



The screenshot shows the 'Add Digital ID' dialog box. The 'Where would you like to store your self-signed digital ID?' section has two radio button options: 'New PKCS#12 digital ID file' and 'Windows Certificate Store'. The 'New PKCS#12 digital ID file' option is selected. Below this option, there is a description: 'Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.' Below the 'Windows Certificate Store' option, there is a description: 'Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.' At the bottom, there are 'Cancel', '< Back', and 'Next >' buttons.

Next

Adding a Digital Signature to your ASAR Form

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): Your Name

Organizational Unit: Your Department or Division

Organization Name: Thompson Rivers University

Email Address: YourID@tru.ca

Country/Region: CA - CANADA

Key Algorithm: 2048-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

Fill in the form and select 2048-bit RSA for the Key Algorithm (stronger encryption)

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name: \\AppData\\Roaming\\Adobe\\Acrobat\\11.0\\Security\\YourName.pfx Browse...

Password: *****

Best

Confirm Password: *****

Cancel < Back Finish

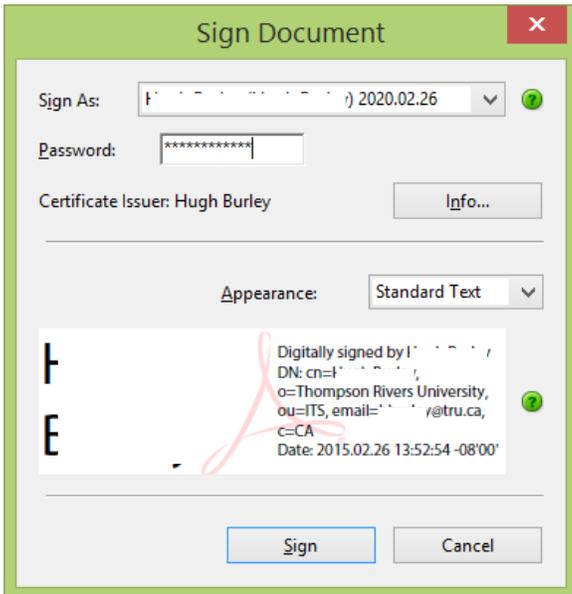
Use a password you will remember. If you forget your password you will need to delete the existing certificate and create a new one.

Find and securely backup your signing certificate.

C:\Users\Your Login ID\AppData\Roaming\Adobe\Acrobat\11.0\Security\yourname.pfx

Copy and place on your H: Drive or an encrypted USB drive, in a location that you can remember. In the event that your computer is lost, stolen or damaged you can recover this file or simply create a new certificate.

Adding a Digital Signature to your ASAR Form



Use the password you created to complete the signing process.

Your digital signature is applied to the signing area.

Note: It may take up to two weeks to fully process all accounts, provided all signatures and access details are included.

By signing this form, you indicate that you have read the "Responsible Use of IT Facilities and Services" Policy and agree to comply with those guidelines stated within. www.tru.ca/_shared/assets/Responsible_Use_of_IT_Facilities_and_Services5626.pdf

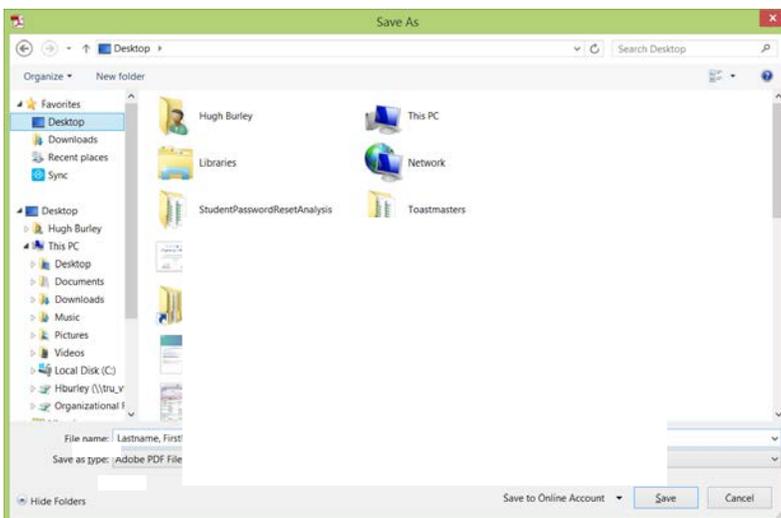
Applicant's Name (print): _____ Applicant's Signature: _____

Supervisor's Name (print): _____ Supervisor's Signature: _____

Date of signing: _____

Applications and Systems Access Request Form. Information Technology Services. Thompson Rivers University

Revised January 2015



Save the form with the file name; YourFirstName, YourLastName – ASAR.

Forward the form to your supervisor for approval or the IT Service Desk if you are an approver.